

# Town of Litchfield

## Request for Proposals

### Roof Replacement-Litchfield Town Hall

#### Introduction

The Town of Litchfield New Hampshire seeks proposals from qualified vendors capable of providing a new roof system at the Litchfield Town Hall located at 2 Liberty Way. Proposals labeled "Litchfield Town Hall Roof Proposal" shall be submitted **no later than 3:00 PM Friday, July 6, 2012** to:

Jason Hoch, Town Administrator  
2 Liberty Way  
Litchfield, NH 03052

The Town of Litchfield reserves the right to reject any bid in whole or in part, to split a bid, to negotiate cost, or to re-bid this proposal, as it may deem to be in the best interest of the Town.

#### Background

The Town of Litchfield desires to replace the existing asphalt roof at the Town Hall located at 2 Liberty Way, Litchfield, NH 03052. The purpose for this request for proposal is to obtain quotes for the replacement of the existing asphalt shingles with 30-year architectural shingles.

#### General Specifications

The vendor that is selected will be expected to enter into a contract to provide construction services for the scope of work stated, including, but limited to the following specifications:

1. The contractor shall submit a detailed plan to include the following:
  - Stripping and removal of asphalt shingles and underlayment to the existing deck in a manner that will protect exterior walls and windows of the building and surrounding landscape.
  - Inspect the existing deck for deterioration or other damage and repair as needed. ***Any unforeseen conditions that will significantly impact the contract price or timetable of the project must immediately be brought to the attention of the Town Building Inspector for resolution.***
  - Installation of 8" drip edge along all roof edges.
  - Replace existing vent boots with new vent boots.
  - Installation of high-performance Ice and Water Shield around vent pipes and exhaust fan curbs.
  - Installation of 16 gauge copper flashing ***or equivalent*** at all valleys and at the perimeter of the roof to a point 3 feet inside the line of all exterior walls.
  - Repair any damaged fascia boards.
  - Install new architectural shingles and provide a 30-year minimum warranty.
  - Install new ridge vent.
1. The contractor is responsible for all aspects related to the supply, installation and construction of the plan described above.

#### Coordination

Parties interested in submitting bids and would like to walk the site and building please contact Kevin Lynch

at 424-4592

### **Project Timeline**

July 23, 2012: Bids due to the Town Administrator  
August 13, 2012: Bids to be reviewed by the Board of Selectmen

September 30, 2012: Completion of project

This facility cannot be closed due to construction activity.

### **Insurance**

The selected bidder will be expected to provide a certificate of insurance satisfactory to the Town of Litchfield for general liability and workers compensation.

### **Performance and Payment Bonds**

When a construction or service contract is awarded in excess of \$25,000 performance and payment bonds, satisfactory to the Town of Litchfield and executed by a surety company authorized to conduct business in New Hampshire, are required in an amount equal to one hundred percent (100%) of the price specified in the contract for the term of the contract.

### **Proposal Requirements**

Two (2) copies of a proposal for construction services shall be delivered **no later than 3:00 PM Friday, July 23, 2012** to:

Jason Hoch, Town Administrator  
2 Liberty Way  
Litchfield, NH 03052

The proposal must include the following:

1. A description of the company and its related experience in similar projects. Include appropriate summaries of projects as well as names and telephone numbers of references that may be contacted. Proposals must include at least two references from customers who have contracted similar projects.
2. A complete description of the outline for construction approach and schedule.
3. An estimated budget for the roofing and a proposal for contingencies for unforeseen repairs, inclusive of all charges and expenses for the proposed project, including scope of work outlined in this bid and detailed during the walk-through.

### **Selection and Evaluation Criteria**

After receipt of proposals, the Town of Litchfield will use the following criteria in the selection of the willing bid:

1. Qualifications of the bidders, including relevant experience in this type of project and the

- reputation of the business based on references
2. Technical approach of the proposal to include responsiveness to meet or exceed the general expectations.
3. Proposed Cost.

**Correspondence**

Please direct any technical questions to:

Kevin Lynch  
2 Liberty Way  
Litchfield, NH 03052  
klynch@litchfieldnh.gov